



County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
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WILLIAM T FUJIOKA
Chief Executive Officer

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September 4, 2012

To: Supervisor Zev Yaroslavsky, Chairman
Supervisor Gloria Molina
Supervisor Mark Ridley-Thomas
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: William T Fujioka
Chief Executive Officer

A handwritten signature in black ink, appearing to read "W. T. Fujioka", is written over the printed name and title.

THE FIRE DEPARTMENT'S REQUEST TO APPOINT MS. DAWNNA LAWRENCE TO THE POSITION OF DEPUTY FIRE CHIEF, BUSINESS OPERATIONS (UC)

Consistent with Board-approved Policy on management appointments, the Fire Department, with the support of the Chief Executive Office, requests approval to appoint Ms. Dawnna Lawrence to the vacant and budgeted position of Deputy Fire Chief, Business Operations (Unclassified), at an annual base salary of \$166,933.56. The base salary placement for Ms. Lawrence onto Management Appraisal and Performance Plan (MAPP) Tier I Salary Range R16, the Board approved range for this position, will place Ms. Lawrence under the control point of the range.

Based on Ms. Lawrence's extensive experience and the role and responsibilities she will be assuming, this is an appropriate salary placement. Ms. Lawrence has been with the County for 24 years and currently holds the title of Assistant Deputy Director, Finance at the Los Angeles County Department of Public Works. She has held this position since 2006 and manages over 204 professional and clerical employees. In this role Ms. Lawrence is responsible for all financial management aspects of the Department's operations budget of \$2 billion, including accounting, budgeting, and fund management. In addition, Ms. Lawrence is responsible for the management of the Administrative Services Division and the Internal Audit Group, which consists of contract services, legislation, procurement, warehousing, general files, records management, mail services and reprographics. She also served as the Logistic Branch Chief for the Department's Operation Center, which was responsible for acquiring the services, personnel, equipment, communication ability, and materials the Operations Branch needs to effectively respond to disaster and emergency incidents.

"To Enrich Lives Through Effective And Caring Service"

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Prior to being the Assistant Deputy Director, Finance, Ms. Lawrence was the Chief of the Administrative Services Division at the Los Angeles County Department of Public Works from 2000-2006. In addition, she holds a Bachelor of Arts degree in Business Administration.

As a Deputy Chief, Business Operations (UC), Ms. Lawrence's duties and responsibilities will include management and oversight of the Administrative Services Bureau within the Business Operations of the Fire Department, which includes the Financial Management, Human Resources Division, and the Materials Management Division. The current Departmental budget is over \$900 million and includes funding for approximately 4,518 positions. In addition, Ms. Lawrence will be responsible for directing, through the Financial Management Division, the Incident Management Team on 24 hour call for major emergency incidents.

In accordance with our current managerial appointment procedures, unless otherwise instructed by your Board by September 17, the Chief Executive Office will advise the Fire Department that authorization has been granted to proceed with Ms. Lawrence's appointment to Deputy Fire Chief, Business Operations (Unclassified), at an annual salary of \$166,933.56 on or after September 18, 2012.

If you have any questions regarding this matter, please contact Steve Masterson, at (213) 974-8481 or smasterson@ceo.lacounty.gov

WTF:EFS
SJM:PS:ra

c: Executive Office, Board of Supervisors
County Counsel
Fire Department

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